

ROUTING AND TRANSMITTAL SLIP		Date
		6 MAY 1986
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXO/DDA		6 May
2. ADDA		1 MAY 1986
3. DDA		2 MAY 1986
4. DDA REGISTRY		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

STAT

REMARKS

21 May, 1045

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

★ GPO : 1981 O - 361-529 (148)

C O N F I D E N T I A L

OIS 86-104/1
5 May 1986

25X1

25X1

25X1

MEMORANDUM FOR: William F. Donnelly
Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Conference at 21-22 May 1986

25X1

File
1. This memorandum is to confirm our invitation for you to address the OIS Conference on Wednesday, 21 May 1986 from 1045 to 1155 hours at We would be pleased if you joined us for lunch following your presentation.

25X1

2. I am sure you are familiar with the usual routine of speaking for 50 to 55 minutes and allowing time for questions. We plan to bill your address as "New Technology and the Agency", but do not feel constrained by such a title.

25X1

3. Thank you for accepting the invitation. We are very pleased to have you speak at our conference and look forward to seeing you then.

25X1

25X1

25X1

C O N F I D E N T I A L

100-20